



OTE 86-5049

21 November 1986

MEMORANDUM FOR: Director of Logistics

THROUGH: Deputy Director of Administration

FROM:



Director of Training and Education

STAT

SUBJECT: Acquisition of Commercial Parking near Chamber of Commerce Building

1. I request that 50 commercial parking spaces in the Ballston Metro area be leased for personnel and trainees at the Chamber of Commerce Building. I believe that these spaces are essential to the recruitment and retention of instructors and training support personnel and to provide necessary training to CIA employees.

2. Parking has been and continues to be a chronic problem at the Chamber of Commerce Building. The construction of the Holiday Inn on the premises, the scheduled December closing of the satellite lot, the requirement to provide spaces for the speakers who address Agency training courses, and last, and most important, the need to provide parking for those who come to this building for Agency training have created an untenable parking situation.

3. The instructors we are interested in from the outside are concerned about parking but have no choice in their work location. The people we need from inside to provide specialized Agency training do have a choice of location, and parking is an increasing consideration in their coming here. The critical group -- the people we need most and are having the most trouble recruiting -- is secretaries, clericals, and training assistants. They are particularly concerned about parking and are least able to afford commercial parking fees. New training initiatives -- the Soviet program, the new management training program, and meetings of the Friends of Analysis -- also impact the parking situation as do the requirements to provide training at times outside the normal work day and to transport material from this building to off-site locations.

4. Commercial space will help but not totally solve our parking problem. In an earlier conversation on getting more space by parking cars head to head, I would also like you to have a survey done of our current garage space to determine if that is practical on this compound.

DD/A REGISTRY

15-13

5. I believe it is in the best interests of the Agency and essential to the mission of the Office of Training and Education to provide some parking relief by implementing the above requests and strongly recommend your approval.

STAT

CONCUR: * *Subject to review in one year.
To be funded by OTE.*

/s/ William F. Connolly

24 NOV 1986

*
Deputy Director of Administration

Date

APPROVED:

STAT

25 NOV 1986

Director of Logistics

Date

C/AD/OTE

STAT

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